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DD/S&T# 3113-71

Adm - 13.3

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT: Inspector General's Report of Survey of
the Office of Scientific Intelligence,
September 1971

1. I have carefully reviewed the subject report as has the Director of Scientific Intelligence. Following are our views on each of the recommendations made as a result of the survey.

Recommendation No. 1

That the Director of Scientific Intelligence

a. Have the Office's production records acknowledge and credit support work as well as formal publications.

b. Reassure analysts that full credit is given for nonpublication-type work as well as for the more formal productions.

Comment:

OSI has initiated action to insure that pertinent production records in the future credit individuals for all major substantive intelligence surveillance areas as well as for significant support tasks. We believe this action will tend to reassure analysts that appropriate credit is being given for nonpublication-type work but, in addition, Dr. Chamberlain plans to discuss this matter during his review of OSI accomplishments and plans at the annual OSI Christmas get together in the Auditorium.

Recommendation No. 2

That the Director of Scientific Intelligence request the Office of Personnel to review the staffing pattern of the Executive Staff with the objective of bringing it in line with reality.

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Comment:

The Office of Personnel already has finished the recommended review and appropriate changes in the staffing pattern of the Executive Staff have been accomplished.

Recommendation No. 3

That the Director of Scientific Intelligence assure that division and branch chiefs take full advantage of the mid-term fitness report conference with each employee.

Comment:

OSI has reviewed the procedures to insure that more meaningful results will accrue from the mid-term conference with each employee. OSI now requires that the individual initial the Memorandum for Record to indicate that he has seen it and agrees that it reflects the topics discussed. The OSI Career Service Panel will monitor the program to ensure that it accomplishes its objective.

Recommendation No. 4

That the Deputy Director for Science and Technology adopt a vacancy notice system specifically tailored to the requirements of the Directorate.

Comment:

I plan to refer this matter to the DDS&T Career Service Board for careful consideration and development of recommendations.

Recommendation No. 5

That the Director of Scientific Intelligence review current procedures for determining the number of copies of OSI publications that routinely are sent to Records Center.

Comment:

As a result of a review of our records we find there is very little demand for OSI publications after two years from the date of issue. Therefore we are revising our procedure for Records Center retention of copies of STIRs and SIDs. While we will continue to hold 50 copies of each report for one year and reduce the holding to 25 for an additional year, we will in the future then destroy the remaining copies. This procedure will release space after two years that currently is being used for five years.

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Recommendation No. 6

That the Director of Scientific Intelligence review and revalidate the need for each of the current production status and control reports.

Comment:

The various OSI production status and control reports are derived from a computerized file of OSI Work Project status reports. They are used in the periodic review and over-all control by OSI of each division's production program. The monthly and weekly reports are by-product computer printouts produced at minimal expenditure of money and manpower. The monthly report is used by OSI division and branch chiefs to control and record their production and by those outside OSI to supplement the semi-annual OSI Work Program. The weekly report is used largely by working level personnel within OSI (primarily IPS), FMSAC, OSR and OBG. Its uses include controlling and planning of graphics for publications, checking current status of projects as an aid to interoffice coordination and for reference to names of authors and titles. While we could eliminate the weekly or monthly reports, we see little point in doing so in view of their usefulness and minimal cost.

Recommendation No. 7

That the Director of Scientific Intelligence

- a. Transfer the executive officer positions in the four divisions from staff to line assignments, or
- b. Assign additional staff duties to the executive officer positions thereby freeing other positions for analytical assignments.

Comment:

While it would be possible to transfer the Executive Officer responsibilities in the four OSI divisions to the deputy division chiefs and branch chiefs, we believe this would result in an unacceptable decentralization and diffusion of the administrative, collection support and action response functions now performed by the Executive Officers. We have, however, asked the division chiefs to identify additional staff duties that can be transferred to the Executive Officers. As an example, in all divisions we are attempting to have the Executive Officer provide more direct support and administrative assistance to the external analysis project officers. We

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do not anticipate that this or other added staff duties will result in freeing identifiable positions but it should increase to some degree the analytical time available in the divisions.

2. I am, of course, pleased by the generally favorable tone of the report and would like to note particularly the smoothness with which the survey was conducted. A number of OSI personnel have spoken highly about their personal interviews with the Inspectorate General team members involved.



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Carl E. Duckett
Deputy Director
for
Science and Technology

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